

TRANSMITTAL SLIP

TO: ICS Registry

ROOM NO.

BUILDING

REMARKS:

25X1

FROM: Chief, IPC Staff

ROOM NO.
BW09

BUILDING

EXTENSION

FORM NO. REPLACES FORM 36-8

(47)

CMTE 24-SR

DIRECTOR OF CENTRAL INTELLIGENCE
Intelligence Producers Council
Washington, D.C. 20505

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IPC 7524/88
11 July 1988

11 JUL 1988

MEMORANDUM FOR: Members, Intelligence Producers Council
FROM: [redacted]
Chief, Intelligence Producers Council Staff
SUBJECT: External Research Reports, Zero-based Review

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1. As a result of a desire within the Community to share information on external research contract efforts, the IPC Staff began a program in 1983 to collect and disseminate such data. The objectives of this program include: (a) making producers aware of contract proposals being considered by other intelligence producers; (b) comparing proposals by other producers for the purpose of reducing duplication wherever possible; (c) identifying situations where cooperation in contract efforts would be mutually beneficial and practical; and (d) making the producers aware of the progress and products of contract efforts. [redacted]

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2. Program growth and expanded Community awareness required a revision of reporting procedures in 1985, and this greatly improved the sharing of external research contract data. Now, as the Intelligence Community faces a time of resource constraints coupled with tremendous growth in requirements and collection capabilities, the need for sharing data on external research contracts has never been more important. The maintenance of an automated Community-wide data base of relevant contracts will permit expanded use of the external research contracts data. [redacted]

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3. To enhance the utility of the program, the IPC Staff has reviewed the program procedures and data base and has initiated actions to update and expand the automated file for the external research contracts. These measures will permit greater manipulation of data, will streamline the program procedures, and will provide the Community with a more timely and useful document for cross referencing external research contracts. [redacted]

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4. To ensure the currency and relevance of the information on external research contracts currently in the data base, the IPC Staff is requesting that each participating organization initiate a zero-based review of all material it has provided for the file. We have also updated and reissued the procedures for reporting external research contracts. Input will continue on a quarterly basis, via a modestly expanded submission format. [redacted]

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5. The attached packages for CIA/MPSS, DIA/VP, State/INR and the military services each include a listing of their contracts as they appear in the data base. We request that you update these data, add the new information for the revised format and provide details of new contracts to the IPC Staff by 1 August 1988. We expect a smooth transition in our data base maintenance procedures. This will continue to be an ongoing program, and we do not anticipate that individual quarterly data calls will hereafter be required.

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6. If there are any questions, please contact [redacted] IPC Staff,

Attachments:

- A. Procedures for External Research Exchange
- B. DIA Contracts (DIA only)
- C. CIA Contracts (CIA only)
- D. State/INR Contracts (State/INR only)
- E. Army Contracts (Army only)
- F. Navy Contracts (Navy only)
- G. Air Force Contracts (No Air Force Contracts on File)

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IPC 7524/88

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DISTRIBUTION:

- 1 - James L. McCullough, Chrmn/IPC
- 1 - LtGen Edward J. Heinz, USAF (ICS)
- 1 - [redacted] (DIA)
- 1 - [redacted] (NSA)
- 1 - [redacted] DD/ICS
- 1 - [redacted] DDR&E/ICS
- 1 - RADM Thomas A. Brooks, USN
- 1 - BGen James D. Beans, USMC
- 1 - LTG Sidney T. Weinstein, USA
- 1 - Dr. Fritz Ermarth, C/NIC
- 1 - E. Raymond Platig, State
- 1 - Richard Haver, Navy
- 1 - Edward Dandar, AIA
- 1 - Col Evan Parrott, USAF
- 1 - David Gries, VC/NIC
- 1 - MajGen Norman Wood, USAF
- 1 - State, INR/PMA
- 1 - DIA, Attn: VP-SI, Room B7-128, DIAC, Bolling AFB
- 1 - State, INR, Room 6751, Dept of State
- 1 - NSA, [redacted] NSA, Fort Meade, MD
- 1 - USN, NIC-05, 4600 Silver Hill Rd., Washington, D.C. 20389
- 1 - Major Larry Robb, USAF, AF/INES, Room 4B879, Pentagon
- 1 - Cdr AIA, AIA-PD-0, 5109 Leesburg Pike, Falls Church, VA 22041
- 1 - USMC, HQs USMC/INTP, Room 3135, Henderson Hall
- 1 - Director, Contracted Advisory and Assistance Services, (OASD), Room 2D311, Pentagon
- 1 - CIA/DI/MPSS, 2F24, CIA HQs
- 1 - IPC Staff (subj.) 27
- 1 - IPC Staff (Chrono)
- 1 - ICS Registry

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ICS/IPCS: [redacted] (11 Jul 88)

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Reissued 26 May 1988

PROCEDURES FOR THE EXCHANGE OF INFORMATION
ON EXTERNAL RESEARCH (CONTRACT) STUDIES

I. BACKGROUND. The senior intelligence production managers have expressed a desire to improve the sharing of information on external research (contract) efforts. As a result, the Intelligence Producers Council (IPC) Staff has been tasked to manage the systematic exchange of data on contract proposals and studies in progress, and to ensure that products (study results) are made available to the members of the Intelligence Community. [REDACTED]

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II. OBJECTIVES. The objectives of the exchange of information on external research studies include: (a) making the producers aware of contract proposals being considered by other intelligence producers; (b) comparing proposals by other producers for the purpose of reducing duplication wherever possible; (c) identifying situations where cooperation in contracts efforts would be mutually beneficial and practical; and (d) making the producers aware of the progress and products of contract efforts. [REDACTED]

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III. DEFINITION AND SCOPE. The following principles apply as a common framework for exchanging data on external research contracts:

A. Definition. An external research and analysis contract study is one that is paid for by federally appropriated funds; is conducted by a Federal Contract Research Center (FCRC), a research institute or university, an individual, another government organization, or a commercial vendor performing substantive intelligence analysis for a federal government department of agency; and results in or contributes to a finished intelligence product or products. The potential significance of a proposed contract study, rather than its cost, should be the prime factor in determining whether a contract should be included under these procedures. [REDACTED]

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B. Inclusion. External research in this context also includes projects that result in new analytical tools and methodologies, such as computer models or algorithms, which are designed to solve specific analytical problems or problem sets. Contracts let through the Production Enhancement Initiative program should be included. [REDACTED]

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C. Exclusions.

1. Some external research efforts, although within the definition stated above, are of such a sensitive, controlled nature that the knowledge of the contract and its results would only be made available to the Intelligence Community on an extremely limited basis and would not be accessible through libraries or product distribution centers. These are excluded.
2. Also excluded are contracts for translation, graphics, or printing services; developmental efforts intended to identify techniques for extracting and processing data from technical collection signals; and, inter- or intra-service/departmental support agreements.
3. Intelligence studies contracted for with non-NFIP funds are excluded at the discretion of the originating organization.

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IV. INFORMATION EXCHANGE CYCLE.

- A. The cycle of exchange of information on contract proposals, status of contracts in progress, and final products coincides with the fiscal year. As such, reporting by IPC member organizations should adhere to the following schedule:

At the end of each quarter (December, March, June, and September), the designated point of contact in CIA, DIA, State/INR, and the military services will submit a quarterly report as per the attached form. The report should address on-going contract studies, proposed contracts for the next quarter, and an update of contract information that appeared in the IPC Staff publication for the previous quarter. If organizations wish to report on a more frequent basis, they may do so. The IPC Staff will incorporate the changes and/or additions in its automated file and produce/disseminate a quarterly report on contract projects and proposals. Completed contracts will be reported in full for one quarter, abbreviated for a second quarter, and deleted from subsequent reports. Each contract listing will show a date of information (DOI), provided by the IPC Staff, to assist in maintaining currency.

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- B. In some cases, the development and execution of contract proposals may not be coincident with the information exchange cycle as described above. When this occurs, the originating organization should submit pertinent data on the contract as soon as practicable. The IPC Staff will check its automated file for possible duplication with on-going studies or planned contract efforts. Where duplication seems apparent, the IPC Staff will ask the originator of the new proposal to check with the sponsors of the existing contract before proceeding further.

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- C. The quarterly status reports to the IPC Staff should update information already in the automated file and provide data on new contracts. Accordingly, these reports should be ordered as follows:

1. Section I: On-going Contract Studies

(This section is intended to update the status of external research efforts that are under way and are recorded in the IPC Staff's automated file. If there is no change in the data elements as they appeared in the previous quarter's listing by the IPC Staff, the producer need not submit any information on the contract. The IPC Staff will monitor the DOI for each contract to ensure currency. When changes in the data fields need to be made, the sponsoring organization should resubmit the full format for the contract and indicate with an asterisk (*) which fields have been modified. [redacted])

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2. Section II: Completed Contract Studies

This section is intended to inform IPC member organizations when a contract study is complete and to indicate the disposition of the product--to a library or document center. Using the format provided, the originating organization should make the status change, mark the change with an asterisk (*), and identify the product and its disposition in the narrative description. The original narrative may require condensing to allow space for this information. [redacted])

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3. Section III: New Contract Proposals

(This section is intended to inform IPC member organizations of planned external research efforts in the Intelligence Community and to provide them with the opportunity to comment on the substantive content of the contract proposal. Contract proposals identified in this section should be submitted in the format provided. [redacted])

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- D. The IPC Staff will be responsible for maintaining an automated central file on the Community's intelligence-related external research efforts. The file will contain information provided by the IPC members and will be organized so that information can be extracted and sorted by any of the data fields within the format provided. External research information from the file will be disseminated in hard copy products published quarterly. Customized printouts will also be available from the IPC Staff upon request. [redacted])

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V. POINT OF CONTACT. Each organization should designate a single point of contact to whom proposals and status reports will be forwarded. This individual should ensure that the information is distributed within his/her organization, that appropriate actions, comments, or recommendations are made, and that the IPC Staff receives the organization's external research information in a timely manner. The IPC Staff does not anticipate that quarterly data calls will be necessary. [REDACTED]

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VI. DCI PRODUCTION COMMITTEE ROLE. The IPC Staff will ensure that contract proposals and status reports are provided to the Executive Secretaries of the appropriate DCI Production Committees for information and comment. Producers may wish to solicit comments on the substantive content of a contract, proposal, or product from these Committees. [REDACTED]

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FORMAT FOR REPORTING CONTRACTS

NOTE: Numbers in parenthesis indicate the number of spaces available in each field.

SPONSOR: (12) Organization sponsoring.

COTR: (20) Name of project manager.

DOI: (8) IPC Staff will enter date of input.

PHONE Open: (13) COTR commercial. Secure: (8) COTR secure.

STATUS: (22) Options are: Proposed, On-going, Complete, or Canceled.

CONTRACTOR: (58) Organization/person(s) to fulfill the contract.

TITLE: (63) Project title. Two lines available.
(63) _____

GEOGRAPHICAL: (14) Region where effort impacts; use XX if nonapplicable.

CC: (2) Two letter country code; use XX if nonapplicable.

NIT(s): (10) Number/letter combinations for current fiscal year as appropriate.

PEI: (1) Y (yes) or N (no)

FUNCTIONAL: (50) (E.g., Political, Economic, General Military, S&T)

ISSUES: (50) Identify major issues of Community concern addressed.

STARTDATE: (9) Date contract starts (not required for proposals).

FINISH: (8) Expected completion date if on-going, actual date if completed.

TOTAL FUNDING: (14) Amount specified in contract.

SPENT TO DATE: (14) Spending to date if on-going, total spent if completed.

DESCRIPTION: (61) Provide a brief summary of the nature and purpose of the contract. Include data that would help Community members know whether the contract is relevant to their individual requirements. When completed, identify the product and where it can be acquired. Nine lines available, one with (61) eight with (66).

(66) _____

(66) _____

(66) _____

(66) _____

(CLASSIFICATION)